

Work Assignment SOW

Title: Support for Sustainable Products and Purchasing

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 4-66

Estimated Period of Performance: Date of issuance to September 19, 2014

Estimated Level of Effort: 140 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

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Contract Level COR:

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Background:

This work assignment will help OPPT, OSEM, and other EPA Offices with a range of activities and services for EPA Sustainable Products and Purchasing efforts. The work assignment will be used to (1) update and keep current the EPA Standards Wiki and other EPA sustainability

resources and (2) assist EPA in organize and analyze public comments on draft Guidelines for assessing standards and ecolabels for federal procurement.

Purpose:

EPA Sustainable Products and Purchasing efforts are one of many priority areas addressing environmental challenges and using pollution prevention techniques. EPA Product Sustainability efforts, such as Voluntary Consensus Standards Development and Environmentally Preferable Purchasing rely on outreach, marketing, recruiting, partnerships, coalitions, ecolabeling, and other tools to help participants prevent pollution, cut waste, and reduce operation costs. EPA Sustainable Purchasing efforts often serve as foundations for pollution prevention activities and a wide range of EPA efforts fall under this category. This work assignment allows us to provide various tools and information for EPA sustainable products and purchasing activities, with the aim of ensuring that these programs are achieving significant environmental results and meeting the demands of EO 13514 and other Agency priorities and directives.

Specifically, the contractor will be asked to assist EPA by performing the following tasks, among other things:

- Research, analyze, develop, and/or present information in support of the DRAFT EPA Guidelines for Assessing Standards and Ecolabels for federal procurement, including assisting EPA in managing public comments on a fall 2013 Federal Register Notice.
- Research, analyze, develop, and/or present information in support of EPA's engagement in voluntary consensus standards for sustainable products and purchasing, including a to-be-determined e-government solution for Agency use.

The contractor shall not duplicate work performed under previous WA #3-50.

Quality Assurance (QA) Requirements

Check [☐] Yes or [X] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1: Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2: Organizing public comments on Guidelines and their implementation

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

The Contractor shall organize public comments and provide information, advice, and expertise on options for responding to comments. EPA at its discretion may take incomplete or partial work products and complete them “in-house.”

Specifically, under this task, with direction from the WA COR, the contractor shall review, analyze, organize, and provide summaries of public comments. In addition, the Contractor shall provide advice and expertise regarding how EPA might make changes to the Guidelines or the proposed implementation process in response to public comments.

Deliverables and schedule under Task 2:

2a: Draft initial products as described above (identified by WA COR) as requested by WA COR within 1 month of request, depending upon the number of comments received.

2b. Revisions due within 2 weeks of WA COR comments, depending upon to-be-determined due dates.

2c. Copies of final product within 2 weeks of WA COR request, depending to-be-determined due dates.

Task 3: Guidelines Outreach and Communications Materials

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support, p. 1-6 Communication]

As directed by the WA COR, the contractor shall work with EPA to help update and quality check the Greener Products and EPP websites per the Guidelines effort (task 2). This may also include EPA's intranet site, with a focus on the EPA Standards Wiki.

Deliverables for Task 3:

3a. Plan/outline for updating web products concurrent with deliverables outlined in Task 2.

Task 4: Supporting EPA E-Gov Solution for Engaging in Sustainability Standards

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

The Contractor shall assist EPA in understanding options for filling functionality gaps in in-house e-gov software (e.g., Microsoft Office 365/SharePoint) for the purpose of Agency collaboration on positions, work planning, tracking, commenting, and/or measuring impacts of EPA engagement in sustainability standards. EPA at its discretion may take incomplete or partial work products and complete them "in-house."

Specifically, under this task, with direction from the WA COR, the contractor shall provide options and/or recommendations for EPA's "standards management tool" development. In addition, the Contractor shall provide advice and expertise regarding how EPA might phase the tool development over a number of years.

Deliverables and schedule under Task 4:

4a: Draft initial products as described above (identified by WA COR) as requested by WA COR within 1 month of request.

4b. Revisions due within 2 weeks of WA COR comments.

4c. Copies of final product within 2 weeks of WA COR request.

Summary of Deliverables and Dates:

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

2a: Draft initial products as described above (identified by WA COR) as requested by WA COR within 1 month of request, depending upon the number of comments received.

2b. Revisions due within 2 weeks of WA COR comments, depending upon to-be-determined due dates.

2c. Copies of final product within 2 weeks of WA COR request, depending to-be-determined due dates.

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